

TOWN OF FRANCESTOWN
OFFICE OF SELECTMEN
27 MAIN STREET • P.O. BOX 5
FRANCESTOWN, NEW HAMPSHIRE 03043-0005

TELEPHONE (603) 547-3469 EMAIL francestownnh@comcast.net FAX (603) 547-2622

November 1, 2012

The Town of Francestown, NH (the “Town”) seeks proposals for lawn and yard care services for a period from January 1, 2013 – December 31, 2015. Such services will include maintenance of the Town’s General Town Properties and Recreation Areas. At the preference of the bidders, submissions may include and will be considered for services for 2013 only, 2013 and 2014 only, or 2013, 2014, and 2015. Unless otherwise stated, it will be assumed that proposals may be accepted for any chronological combination of the years offered.

The proposal must include all labor, materials, equipment, and tools necessary to perform the services described in the proposal.

A **mandatory** walking tour of all locations will be conducted on November 13th and all bidders are to meet at the Town Offices at 9:00 AM. Please direct any questions to the Board of Selectmen’s office at 547-3469. Sealed proposals are due no later than 4:30 PM on November 20, 2012. Bids will not be considered unless they include the attached cost sheet.

Scope of Services
General Town Properties

Services to be performed at the following Town properties:

Town Library, Fire Department, Town Offices, Town Hall Common, Two Triangles, Bixby Dam, Meeting House Town Common, Town Hall Annex, triangle at Potash Road, and Pond near the Fire Station.

MOWING/TRIMMING

1. Mow all lawn areas with mulching mowers. Grass to be cut between 2 and 3 inches.
2. Trim around trees, beds and any area not accessed by mowers with string trimmers.
3. Edge all sidewalks, driveways and curbs if applicable.
4. Blow off any resulting debris from all hard surfaces.
5. Pick up all debris, rubbish and yard waste; remove from property and dispose of properly.
6. Mowing and trimming to be done every 7-10 days from April to July; every 10-14 days July to November, or as needed.

SPRING CLEAN-UP

Clean-up all properties of branches and leaves. Clean-up to begin April 15th or as soon as the snow is gone.

Leaves will be removed from the horse sheds adjacent to the Town Hall Common.

PRUNING

Prune all shrubs and trees to promote proper growth and shape retention, 1-3 times per season as appropriate for the type of plant.

FALL CLEAN-UP

Fall clean-up of all properties to be done on a weekly basis beginning October 15th to November 30th or until snow cover.

Brush will be cleared from the horse sheds adjacent to the Town Hall Common.

Brush will be cleared and leaves will be cleared from Bixby Dam area.

ADDITIONAL WORK:

As needed.

Scope of Services Recreation Area

Services to be performed at the recreation area, including ball fields and around courts:

MOWING/TRIMMING

1. Mow all lawn areas with mulching mowers. Grass to be cut between 2 and 3 inches.
 - During May and June **baseball field** to be mowed twice per week. Infield to be bagged or raked when mowing. Mowers will stay off all clay areas and keep them free of grass clippings.
 - During September and October **soccer field** to be mowed twice per week.
 - At times and in areas not specified above, mowing every 7-10 days from April to July; every 10-14 days July to November, or as needed.
2. Trim around trees, beds, structures on baseball field and any area not accessed by mowers with string trimmers.
3. Edge all sidewalks, driveways and curbs if applicable.
4. Blow off any resulting debris from all hard surfaces
5. Pick up all debris, rubbish and yard waste; remove from property and dispose of properly.

BASEBALL FIELD MAINTENANCE

Fertilize with broadleaf control once a year and lime, as needed.

SPRING CLEAN-UP

Clean-up all properties of branches and leaves. Clean-up to begin April 15th or as soon as the snow is gone.

PRUNING

All shrubs and trees will be pruned to promote proper growth and shape retention 2-3 times per season.

FALL CLEAN-UP

Fall clean-up to be done on a weekly basis beginning October 15th to November 30th or until snow cover.

ADDITIONAL WORK

As needed.

General Information

The successful bidder shall:

1. Show evidence of familiarity with work of comparable scope and size;
2. Supply the Town with the Company's qualifications and experience, including a list of references for which it has rendered services during the last five (5) years;
3. Provide a certificate of insurance to cover the period of the contract for Worker's Compensation, General Liability in the amount of \$1,000,000.00; and
4. Provide a list of all personnel who will be assigned to Francestown, including their years of experience and qualifications. Before any of the Contractor's employees work in the Town, evidence of satisfactory background check will be required.

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the individuals assigned to the contract, and relevant experience in conducting similar services;
- History of the individual or firm, including years in business, and ability of the firm to perform the work described;
- Previous work experience with entities of similar size and region;
- How well the proposal communicates an understanding of the scope of work in the Town of Francestown; and
- Cost of services.

The Town of Francestown reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest, regardless of the lowest bid amount. The Town reserves the right to request additional data or information or a presentation in support of written proposals, however the Town may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the Contractor can submit. The Town reserves all rights to negotiate with the consultant of its choice based not solely upon cost alone, but on the qualifications and ability of the consultant to perform, consistent with the Town's intent, requirements, time schedule, and funds availability. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other respondent in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by respondents for its own use at its sole discretion.

Please submit five (5) copies of the proposal using the attached bid form clearly marked "Landscaping Proposal" to Board of Selectmen's Office, P.O. Box 5, Francestown, NH 03043, no later than 4:30 PM November 20, 2012.

Advertised: Monadnock Ledger Transcript & Manchester Union Leader 11/6/12 & 11/8
Web: Town Website; LGC; Craigslist

Cost Proposal 2013

General Town Properties = \$ _____

Recreation Area = \$ _____

SUBTOTAL for 2013 = \$ _____

Additional work requested above services outlined = \$ _____ per hr

Cost Proposal 2014

General Town Properties = \$ _____

Recreation Area = \$ _____

SUBTOTAL for 2014 = \$ _____

Additional work requested above services outlined = \$ _____ per hr

Cost Proposal 2015

General Town Properties = \$ _____

Recreation Area = \$ _____

SUBTOTAL for 2015 = \$ _____

Additional work requested above services outlined = \$ _____ per hr

TOTAL proposed cost for 2013, 2014, & 2015 = \$ _____

By signing below you certify the costs above and a full understanding of the project as proposed in accord with the scope of work.

Signature _____ Date: _____